
Basic document information

Entering information in the Info catalog

This catalog is used to record basic document information that is repeated in various parts of the book. When this catalog has been saved and closed—and you open one of the FrameMaker templates in the book—the document number, date, manual title and so forth are automatically cross-referenced (and formatted) to this catalog in the opened document. The only step required is to update the cross-references in each new template. To see how the information will appear in document footers, notice the footers in this document. Use the cross-reference update to see how the footers will appear throughout the book..

On the following pages, enter information that is applicable to your document following the explanatory text in each item; the component name is shown in brackets [**bold**]. In this catalog, the paragraph names are prefaced by “zfmt:” to indicate that they are used for formatting and information purposes. Example for correct syntax are provided in *italics*.

Do not enter carriage returns or spaces unless appropriate. The entered text will wrap automatically in the affected documents. Spelling, and the use of upper or lowercase characters and abbreviations must follow the examples provided in the *NT/BNR Technical Documentation Standards*.

If it is necessary to delete information contained in a “zfmt” paragraph, in *zfmt:NoticeFCC* for instance, cut the **text** but leave the paragraph marker at the beginning of the paragraph. The paragraph marker marks the text for the various cross-references throughout the document. It needs to remain with the paragraph, even if the paragraph is empty.

Item 1. Enter the Northern Telecom publication (NTP) number [**zfmt:DocNum**];
for example, *553-3001-305*

P0843840

Item 2. Enter the family (or *system*) name being documented [**zfmt:Family**];
for example, *Meridian 1* (this is the default)

Meridian Administration Tools

Item 3. Enter the product (or *feature*) name being documented [**zfmt:Product**] as it
should appear on the front and back covers and title page; for example,
DMS SuperNode signaling transfer point

Alarm and Event Management

Item 4. Enter the product name [**zfmt:ProdName**] as it should appear in the
document footers; for example,
DMS SuperNode signaling transfer point

Note: The product name must not exceed 45 characters in length.
Check the right page footers of this document to ensure the footers
appear correctly and that text is not lost.

Alarm and Event Management

Item 5. Enter the category of the book (or *sub-category*) [**zfmt:Manual**];
for example, *Maintenance guide, Description, Installation guide*

User guide

Item 6. Enter the name of the month the publication is being released
[**zfmt:Month**]; for example, *January*

September

Item 7. Enter the year the publication is being released [**zfmt:Year**];
for example, *1993*

1996

Item 8. If the document has been copyrighted previously, enter the *first* year only
followed by a comma and *one* space [**zfmt:YearPrev**];
for example, *1989,*

Note: If this is the first release of the publication or no previous
copyright information is required, leave this paragraph empty.

Item 9. Enter the status of the publication [**zfmt:Status**];
for example, *Standard*

Standard

Item 10. Enter the version (or *issue*) of the publication [**zfmt:Version**];
for example, *01.01*

Note: The version appears with the *status* of the book.

5.0

Item 11. **Not applicable for Santa Clara.** Enter the document/product release code
for the publication, if applicable, [**zfmt:Application**]; for example, *BCS31*

Item 12. Add (or correct) any trademark information that appears below [zfmt:TMark]; for example,
MacDraw is a trademark of Claris, Inc.

Note: Continue the existing line of text; do not add carriage returns to start a new line.

MAT and Meridian 1 are trademarks of Northern Telecom.

Item 13. **Not applicable for Santa Clara.** Enter any contact names and/or address for the publication, if applicable, [zfmt:Contacts]; for example,
*Information Systems
Northern Telecom
200 Athens Way
Nashville, Tennessee 37228
(615) 555-1212*

Item 14. Enter any legal statements in addition to or instead of the statement below as applicable [zfmt:NoticeFCC].

Information is subject to change without notice. Northern Telecom reserves the right to make changes in design or components as progress in engineering and manufacturing may warrant. This equipment has been tested and found to comply with the limits for a Class A digital device pursuant to Part 15 of the FCC rules.

Item 15. Enter the country of printing statement [**fmt:Publish**]; for example,
Printed in the United States of America

Note: The name of the country where the document is actually printed is considered to be the country of printing. The *Technical Documentation Standards* states that “if the document will be printed in both Canada and the United States, the country of printing must be revised for both printings.”

Type one of the statements below *exactly as it appears*.

Printed in the United States of America

Printed in Canada

Printed in the United States of America

Item 16. **Not applicable for Santa Clara. Cancellation Notice (front covers only)**

A Northern Telecom publication is cancelled for one of two reasons:

Reason 1: The information it contains is now included in other publications.

Reason 2: The technology it supports is no longer available on DMS-100 Family products.

Type the text below that is required for the reason for cancellation; type it exactly as it appears below in the [**zfmt:Cancel:Caption**] paragraph. Change variables (e.g., *nn*) or information between the brackets (<>) as required.

Reason 1 Notice

This publication is cancelled for BCS*nn* and up as part of the ongoing restructure of Northern Telecom publications.

Reason 2 Notice

This publication is cancelled for BCS*nn* and up because the <technology it supported> is no longer available on DMS-100 Family products.

- Item 17.** **Not applicable for Santa Clara.** The following text appears with *Reason 1* cancellations only. If not required, **cut** the content of the [zfmt:Cancel:Text paragraph below being careful not to delete the paragraph text marker.
-

Item 18. **Not applicable for Santa Clara.** If this is a *draft* publication, you can place a disclaimer on the *front cover only*. For example, you can create the following Draft frame [**zfmt:CovPict:draft**] in your front cover:

To create the zfmt:CovPict:draft illustration on the front cover:

Open the front cover file, position the cursor on the empty frame in the lower text column and press **Ctrl-9** or **F9** to change the paragraph. Press **d** and then press **Return**. The graphics will automatically be displayed in the center of the text column.



Item 19.

Not applicable for Santa Clara. If this is a *preliminary* publication, you can place a disclaimer on the *front cover only*. For example, you can create the following Preliminary frame [**zfmt:CovPict:prelim**] in your front cover:

To create the zfmt:CovPict:prelim illustration on the front cover:

Open the front cover file, position the cursor on the empty frame in the lower text column and press **Ctrl-9** or **F9** to change the paragraph. Press **pr** and then press **Return**. The graphics will automatically be displayed in the center of the text column.



Item 20.

Not applicable for Santa Clara. If this is a *cancelled* publication, you can place a disclaimer on the *front cover only*. For example, you can create the following Cancellation Notice frame [**zfmt:CovPict:cancel**] in your front cover:

To create the zfmt:CovPict:cancel illustration on the front cover:

Open the front cover file, position the cursor on the empty frame in the lower text column and press **Ctrl-9** or **F9** to change the paragraph. Press **c** and then press **Return**. The graphics will automatically be displayed in the center of the text column.

**Item 21.**

Not applicable for Santa Clara. If needed, create the cover illustration in the front cover template using the [**zfmt:CovPict:illus**] paragraph. The default illustration on the front cover is *illus* and the illustration will automatically appear on the front cover.

To create the zfmt:CovPict:illus illustration on the front cover:

Open the front cover file and click in the page number box at the bottom of the document frame. When the *Go To* menu appears, select the **Reference Page Illustrations2** and press **Return**. Paste or create your illustration in the **zfmt:CovPict:illus** frame and the illustration will automatically appear on the front cover.